SECRET

OSA 1037-69
9 April 1969

MEMORANDUM FOR: See Distribution

SUBJECT: Category A Computer Processing Requests

REFERENCE: Memorandum to Office Directors, DDS&T, from Mr. Charles A. Briggs, IPC/S&T, dated 25 March 1969; Subject: Approval of Category A Computer Processing Requests (No Control Number)

Attached are the following for guidance of OSA elements when levying Category A computer processing requests on the Office of Computer Services:

1. OCS Memo dated 18 March 1969; Subject: Approval of Category A Computer Processing Requests.

2. OCS Operations Division Procedural Notice, No. 2-68, dated 22 January 1968.

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Executive Officer
(Special Activities)

Attachments - 2
As noted above

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EO/SA/[   ]
Distribution:
   1 - D/O/OSA
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   1 - EO/SA Chrono
   1 - RB/OSA

18 March 1969

MEMORANDUM FOR: Information Processing Coordinators

SUBJECT   : Approval of Category A Computer Processing
                   Requests

REFERENCE   : OCS Operations Division Procedural Notice,
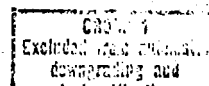   No. 2-68, dtd 22 January 1968

1. Referenced notice established a system for scheduling OCS computer processing based on five categories of processing requirements. Under the system, computer processing requests must state one of five categories that best represents the requirement. Category A is defined as "An urgent processing request which must be accomplished by a specific date and time during prime shift, regardless of run characteristics."

2. In order to ensure proper use of this definition on a continuing basis, effective 1 April 1969 any Computer Processing Request, Form 2737, with requirement Category A, must be approved (initialed) by a senior official in the customer component--i.e., Office Director or Clandestine Services Division Chief, or their deputies, or the appropriate Directorate-level Information Processing Coordinator. Because of the dynamic nature of the Computer Center loading situation, blanket or long-term approval or further delegation of authority cannot be granted or recognized. However, individual requests may be called directly   25X1
to the Chief, Operations Division, OCS [   ] when time or circumstances do not permit following the normal procedure.

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                    CHARLES A. BRIGGS
                    Director of Computer Services

CATEGORY A REQUESTS:
Machine Hour Totals by DDS&T Office and
Percentage of Directorate Total

	FMSAC		OSP		OEL		OSA		OSI	
	Hrs	%	Hrs	%	Hrs	%	Hrs	%	Hrs	%
Feb 69	48	56	35	41	-	-	1	1	2	2
Jan	43	41	59	56	-	-	3	3	-	-
Dec 68	17	41	19	46	1	3	4	10	-	-
Nov	4	10	33	80	-	-	3	7	1	3

Programs Run Involving Two or More Hours of Category A 360/65 Time
in a Month:

FMSAC   OSP   OSA/OSI

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Four Month Record of Top Two (in 360/65 hours):

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	Feb 69	Jan	Dec 68	Nov
	23	54	17	30
	46	41	16	4

S E C R E T

22 January 1968
Number   2 - 68

OPERATIONS DIVISION PROCEDURAL NOTICE

Computer Center Scheduling and Machine Loading

1. Objectives

This notice describes the scheduling and notification
system to be put in effect in the CCS Computer Center on
29 January 1968. Its objectives are:

a. To establish a simple and effective system for
processing work submitted to the Computer Center.

b. To establish a means for communicating run
requirements and status between the Computer Center and
its users.

c. To maximize "service" to users, especially
during prime shift.

To achieve these objectives, full cooperation and under-
standing is needed by all concerned parties. In this regard,
it is noted that Operations Division cannot on its own
evaluate the urgency or relative priority of computer process-
ing requirements, and often neither can the individual
submitting jobs for a third party. The success of this system
will depend on an objective assessment of need by the submitter
within the limitations of information available to him. It
is also appropriate to note that all jobs submitted have an
effect on all other jobs submitted in terms of turnaround
time. Therefore, job submitters should consider the effect
on others when submitting a job in a particular category.

S E C R E T

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2. Requirement Categories

The system for scheduling computer processing is based
on five categories of processing requirements. These categories
are not to be considered as processing priorities, but rather
a means by which users state requirements in a uniform way.
The category selected and entered on Form 2737 will be trans-
lated into a scheduling sequence by Operations Division.

see 6.
1100 - 1500

Category A: An urgent processing request which
must be accomplished by a specified date and time during
prime shift, regardless of run characteristics. Date
and time needed must be specified on Form 2737.

Category B: A request for block time for user
purposes on or off prime shift. Examples might be
ANDI, OSA/OSP production, program problem solving, and
application system checkout. Date and time needed
(i.e., "from-to" time requested) must be specified on
Form 2737. User may be present.

Category C: A processing request with a maximum
estimated run time of twelve (12) minutes or less with
date and time needed not specified, but prime time
processing desired.

Category D: A processing request with a maximum
estimated run time of more than twelve (12) minutes.
Date and time needed is not specified, but prime time
processing desired.

Category E: A processing request where date and
time needed is specified such that it can be processed
either overnight or on weekends.

Note that Form 2737 must be used for all processing requests,
including those for block time, and date and time needed must
be entered for Categories A, B, and E requests.

3. Scheduling

Using the requirement category entered on Form 2737, Operations Division will schedule processing as follows (prime time is defined as 0800 - 1700 on normal Agency working days):

a. General

1) Categories A, B, and E requests will be scheduled to meet the stated date and time needed. Conflicts during prime time will be resolved in the category sequence (A, B) within the assigned computer system (see below).

2) Categories C and D requests processed during prime time will be scheduled on the assigned computer system in category sequence and generally FIFO (first in - first on) within category. On systems assigned to emulation, these will have priority over OS/360 requests within the specified category, and within the time scheduled (see below).

3) During non-prime time, if it appears that all work can be completed by 0800, computer systems will be scheduled at the discretion of Operations Division. If an 0800 backlog is likely, (a) Categories A, B, and E requests will be scheduled first to meet the stated date and time needed, (b) Categories C and D requests will be scheduled in category sequence and generally FIFO (first in - first on) within category.

b. Computer System Assignments - Prime Time

1) 65(1): Categories A and B, OS/360 and 7090 emulation.

2) 65(2): Categories C and D, OS/360.

3) 65(3): Categories C and D, OS/360 generally
and 7090 emulation scheduled from 0900 - 1100 daily
as required.

4) 50(2): Until this system is released,
Categories A and B, 7010 emulation; Category E,
OS/360.

5) 70/45: Categories A, B, C, D 501/301
emulation.

6) Other available time on all systems will
be used by Operations Division to respond to other
categories.

4. Request Status

a. At the time that a Category C or D processing request
is submitted, Production Control Branch, Operations Division,
will, if asked, provide an estimate of approximate completion
time. Production Control Branch (PCB) will keep a current
assessment of the situation, which will, of course, depend on
request category, current workload, and existing conditions
in the Computer Center. If the situation changes, PCB, if
it is indicated on the request form, will notify the submitter.
Status on a specific request can be obtained from Production
Control Branch at any time during prime shift on request.
However, requests of this nature should be kept to a minimum
because it takes considerable time to locate one processing
request out of many which may be in process at a given time.

b. When it appears that the date and time needed
requirement of Categories A, B, and E cannot be met, the sub-
mitter will be notified as soon as the delay can be predicted
and the submitter can be reached.

c. At 1100 and 1500 hours daily, an estimate of average projected turnaround time for Categories C and D will be prepared by Production Control. This will be available at the Production Control counter and published to OCS Division Chiefs.

5. Run Termination Procedures

a. All test runs which exceed maximum estimated run time will be terminated at the time this estimate is exceeded. Test runs may be terminated if estimated maximum number of lines is exceeded. This does not apply to the 50(2) because the time estimates are made on the basis of 360/65 time. Operations Division will exercise judgment in determining allowable run time on the 50(2) for specific jobs.

b. Production runs of Categories C, D, and E jobs may be terminated at the time that maximum estimated run time or number of lines is exceeded. Operations Division will consider known job requirements and characteristics in determining when or if to terminate a specific job. For Categories A and B, the submitter will be called for consultation, if possible, during prime shift (or after hours if he so specified on run instructions.) If he cannot be reached, Operations Division will decide how long to let the job run.

6. Management Information

A list of all requests received with a Category A or B will be delivered to the Division Chiefs at approximately 1200 and 1500 each day and summarized each month for the Director of Computer Services so that management can be apprised of those requests which were of such an exceptional nature that Categories A and B maintenance were given. If the numbers or run times of Category D jobs appear to be adversely effecting average turnaround time, they may also be published with the Category A and B jobs.

Chief
Operations Division
Office of Computer Services

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